



**US Army Corps
of Engineers®**
Wilmington District

Bulletin #: 03 SCEP
Opening Date: 12 March 2003
Closing Date: Open Continuously
Open to All U.S. Citizens

RECRUITING BULLETIN

Wilmington District, Civilian Personnel Advisory Center, P.O. Box 1890, Wilmington, North Carolina
28402-1890, 69 Darlington Avenue, Phone (910) 251-4871

STUDENT CAREER EXPERIENCE PROGRAM (SCEP)

(Applicants who applied under announcement no. 02SCEP need not re apply to be considered. Applications are active for one year.)

DUTY LOCATION: VARIES (see attached SUPPLEMENTAL form)

SALARY: GS-1: \$16,678 per year; GS-2: \$18,752 per year; GS-3: \$20,459 per year;
GS-4: \$22,968 per year; GS-5: \$25,697 per year; GS-6: \$28,644 per year;
GS-7: \$31,830 per year; Trades and Labor salary varies by wage area.

Grade and salary depend upon duties to be performed, the curriculum, and qualifications of the student. Students employed may be eligible for promotions as they progress in their work and upon recommendation of their supervisor. The usual entry grades for the following curriculums are:

High school enrollment	GS-1	High school graduate	GS-2
2 year academic program	GS-2/3	4 year academic program	GS-2/3/4
Graduate degree program	GS-5/7		

OBJECTIVE: This program provides experience that is directly related to the student's educational program and curriculum and career goals. This program provides for a schedule of periods of attendance at an accredited school combined with periods of career-related work in this agency. The work experience **MUST** be related to his/her academic/career goals. The Student Career Experience Program is a formally structured program and requires a written agreement by all parties (agency, school, student) as to the nature of work assignments; schedule of work assignments and class attendance; evaluation procedures; and requirements for continuation and successful completion of the program.

The following is a list of student trainee positions that may become available for this District. You must indicate on the attached SUPPLEMENTAL FORM the location for which you are applying:

ACCOUNTING – GS-0599	ARCHEOLOGIST – GS-0199
BIOLOGY – GS-0499	CARTOGRAPHY – GS-1399
CIVIL ENGINEERING – GS-0899	COMMUNITY PLANNER – GS-0099
COMPUTER SPECIALIST – GS-2299	CONTRACTING – GS-1199
ECONOMIST – GS-0199	ELECTRICAL ENGINEERING – GS-0899
ENGINEERING TECHNOLOGY – GS-0899	FORESTRY – GS-0499
GEOGRAPHY – GS-0199	MECHANICAL ENGINEERING – GS-0899
OFFICE AUTOMATION CLERK – GS-0399	PARK RANGER – GS-0099
PERSONNEL MANAGEMENT – GS-0299	PUBLIC AFFAIRS – GS-1099
REGULATORY SPECIALIST – GS-0499/1399	SAFETY & OCCUPATIONAL HEALTH – GS-0099
SECURITY SPECIALIST – GS-0099	LOGISTICS-GS-2099
WILDLIFE BIOLOGY – GS-0499	

WORK SCHEDULES: Subject to organizational needs and resources, students may work full-time or part-time; however, the student's work schedule must not interfere with the student's academic schedule/progress. Some positions may allow alternating semesters of full-time study with periods of full-time work.

QUALIFICATIONS REQUIREMENTS:

The qualification requirements vary depending on the career field. The qualification standards are found in the Qualifications Standards Handbook Operating Manual, which is published by the U.S. Office of Personnel Management. You may review this operating manual in its entirety by visiting the Civilian Personnel Advisory Center at the above address or online at <http://www.opm.gov/>. You must meet the specific qualification for the position in which you are applying.

GRADE	LEVEL OF EDUCATION
GS-1	Enrollment in high school diploma program
GS-2	High school diploma or equivalent
GS-3	Completion of 1 academic year of post-high school study
GS-4	Completion of 2 academic years of post-high school study of associate's degree
GS-5	Completion of 4 academic years of post-high school study leading to a bachelor's degree or 4 academic years of pre-professional study
GS-7	Completion of 1 academic year of graduate level education, bachelor's degree with superior academic achievement, or 5 academic years of pre-professional study

Students employed may be eligible for promotions as they progress in their work, at school, and upon the recommendation of their supervisor

BENEFITS: Students appointed under this program are entitled to earn annual and sick leave; holiday pay; health and life insurance; and retirement coverage.

WHERE AND HOW TO APPLY: U.S. ARMY CORPS OF ENGINEERS
ATTN: CESAW-CP/01SCEP
P.O. BOX 1890
WILMINGTON, NC 28402-1890

Forms and information may be obtained by contacting the Civilian Personnel Advisory Center, Wilmington District, (910) 251-4871, 69 Darlington Avenue, Wilmington, North Carolina 28403; (Internet address: Kirstie.Stokes@saw02.usace.army.mil) North Carolina Employment Security Commission; or the career planning and placement office at your school.

Students must submit the following forms to their Cooperative Education Program Coordinator who will then forward the applications to the above address: (keep copies for future use)

1. Résumé (with 3 supervisory references) **OR** OF 612, Optional Application for Federal Employment; **OR** SF-171, Application for Federal Employment.
2. Copy of high school or college transcript(s) (if in the first semester/quarter of college/technical school, submit high school transcript).
3. Request for Verification of Student's status form (attached) which **the school registrar or career center coordinator must complete.**
4. Class schedule form (attached).
5. Curriculum outline and work/study schedule (attached **Student Career Experience Program Agreement**).
6. Supplemental Form for Employment Consideration (attached).
7. DD-214, Discharge Certificate (if a veteran).

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

NOTE: If selected, candidate will be required to complete Employment Verification Form in accordance with PL 99-603 which requires employers to hire only individuals who are eligible to work in the United States. **Males born after December 31, 1959 will be required to sign a statement regarding Selective Service Registration.**

ALL CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, CREED, COLOR, NATIONAL ORIGIN, SEX, AGE, RELIGION, POLITICAL, AFFILIATION OR ANY OTHER NON-MERIT FACTOR.

U.S. ARMY CORPS OF ENGINEERS
WILMINGTON DISTRICT
P.O. BOX 1890
WILMINGTON, NC 28402-1890

SUBJECT: Verification of Student Status for the Career Experience Program (SCEP)

TO: Cooperative Education Coordinator or Registrar

Please furnish information below on identified student:

STUDENT'S NAME: _____

STUDENT'S SSN: _____

1. Minimum requirements set by this agency:

Students must be:

a. Enrolled or have been accepted for enrollment in the following program:

_____ High school or GED

_____ Associate degree

_____ Graduate degree

_____ Vocational/Technical certificate

_____ Baccalaureate degree

_____ Professional degree

b. Taking at least a half-time course load; NOTE: Most schools have a definition of half-time. If they do not, then half-time is defined as one half of the number of hours the school requires to be considered a full-time student.

c. In good academic standing; NOTE: Students must maintain an acceptable school standing while employed and need not attend school during the summer.

d. The student must make progress toward completion of degree in a reasonable and appropriate time frame.

2. _____ Student meets all the requirements of the Student Career Experience Program and is recommended for the program.

_____ Student does **NOT** meet all the requirements of the Student Career Experience Program

INFORMATION PROVIDED BY: _____

SIGNATURE

TITLE

SCHOOL

DATE

CLASS SCHEDULE FORM

NAME: _____

SCHOOL: _____ QTR/SEMESTER: _____

CLASS SCHEDULE

SUBJECT	TIME	DAYS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. If still in high school, what time do you get out of school? _____
2. What date will you be available to start work? _____
3. What is your proposed work schedule?
Monday _____ Thursday _____
Tuesday _____ Friday _____
Wednesday _____
4. If a high school senior, do you plan to attend college/technical school after graduation?
YES _____ NO _____.
5. If so, what school and where? _____.
6. If in a college/technical school OR if planning to attend a college/technical school, when do you plan to graduate? _____ AND/OR when do you plan to transfer? _____
7. If in a four-year college/technical school OR if planning to attend a four-year college/technical school, when do you plan to graduate? _____

Student/Employee Name: _____

School Name: _____ Employment Location: _____

PRIVACY ACT STATEMENT

Sections 1302, 2951, 2201,3372, 4118, and 8374 of Title 5 to the U.S. Code authorize collection of this information. The primary use of this information is to gather data concerning students employed or applying for employment within the U.S. Army Corps of Engineers, Wilmington District. The Civilian Personnel Assistance Center of the Wilmington District will file this form in the student's personnel folder and may submit it for inclusion in the student's Official Personnel File. If the information furnished on this form is used for purposes other than indicated above, the Wilmington District may provide you with an additional statement reflecting those purposes.

STUDENT CAREER EXPERIENCE PROGRAM AGREEMENT

Section 1. School Requirements

Academic Major: _____

Expected date of graduation without co-op is _____ and with co-op is _____.

Attach Advisor/advisee form showing graduation requirements or provide a listing of courses needed to complete your degree **with anticipated dates of enrollment**.

Section 2. Work Requirements

Proposed work schedule until graduation. (Options are: alternating full-time work and full-time school, parallel attendance at school while working, or a combination.)

Year	Fall	Spring	Holidays	Summer

Section 3. Supervisor/Employee Intentions upon Graduation

Upon completion of degree requirements **and** having worked a minimum of 640 hours, a Student Career Experience employee is eligible to be considered for non-competitive permanent placement in the Federal Service for 120 days. Neither permanent placement nor retention in a pay status is guaranteed during this period. Placement eligibility may be maintained either by working or by being placed in a leave without pay (LWOP) status.

During the non-competitive placement period this employee's status will be (circle one):

Working full-time

Working part-time

LWOP

Section 4. Modifications

Modifications to this agreement must show concurrence of all parties by initials with date. Significant changes should be made by submission of a new agreement.

Student Signature/Date

Student Printed Name

Address (email & postal)

School Rep. Signature/Date

School Rep. Printed Name

Address (email & postal)

Supervisor Signature/Date

Supervisor Printed Name

Address (email & postal)

Personnel Signature/Date

Personnel Name

Address (email & postal)

Copy to: Student/Employee, School Representative, Supervisor, Personnel (CESAW-CP)

SUPPLEMENTAL FORM FOR EMPLOYMENT CONSIDERATION

1. What Job Titles are you applying for? _____
2. When can you start work? (Month/Day/Year) _____
3. What is the lowest pay you will accept? (You will not be considered for jobs that pay less than you indicate.)
Pay \$ _____ **or** **Grade** _____
4. Are you willing to work:
(Answer **each** question with either **YES** or **NO**.)
A. 40 hrs per week (full-time)? D. 16 or fewer hrs per week (part-time)?
B. 25-35 hrs per week (part-time)? E. An intermittent job (on-call/seasonal)?
C. 17-24 hrs per week (part-time)? F. Weekends, shifts, or rotating shifts?
5. Are you willing to take a temporary job lasting:
(Answer **each** question with either **YES** or **NO**.)
A. 5 to 12 months (sometimes longer)?
B. 1 to 4 months?
C. Less than 1 month?
6. Typing speed _____ wpm.
7. **List three references that are not related to you and are not former supervisors. (Include full name, daytime area code and telephone number, address (number, street, and city), state and zip code.)**

1). _____

2). _____

3). _____

GEOGRAPHIC LOCATIONS

Listed below are most projects and their geographic locations serviced by the Wilmington District, Corps of Engineers. Indicate locations desired, sign, date and return this form with your application.

- _____ Wilmington, NC
- _____ Lock & Dam No. 1, Acme, NC
- _____ Lock & Dam No. 2, Elizabethtown, NC
- _____ William O. Huske Lock & Dam, Fayetteville, NC
- _____ Raleigh Regulatory Field Office, Raleigh, NC
- _____ Asheville Regulatory Field Office, Asheville, NC
- _____ Washington Regulatory Field Office, Washington, NC
- _____ B. Everett Jordan Lake, Moncure, NC
- _____ Falls Lake, Raleigh, NC
- _____ W. Kerr Scott Lake, Wilkesboro, NC
- _____ John H. Kerr Dam and Reservoir, Boydton, VA
- _____ Philpott Dam and Reservoir, Bassett, VA

(Print Name)

(Signature)

(Date)

